

**ONLINE COPY RHIC OPERATIONS PROCEDURES MANUAL
VALID FOR FIVE (5) WORKING DAYS**

RHIC Operations Procedures Manual

1.2 RHIC DOCUMENTS

Text Pages 1 through 4
Attachment(s) 1, 2

Hand Processed Changes

| HPC No. | Date | Page Nos. | Initials |
|----------------|-------------|------------------|-----------------|
| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |
| <hr/> | <hr/> | <hr/> | <hr/> |

Revision No. 9

Approved:

Satoshi Ozaki

6/7/99

RHIC Project Director

Date

Preparer(s): S. Musolino

RHIC-OPM 1.2

Date Issued: June 7, 1999

**ONLINE COPY RHIC OPERATIONS PROCEDURES MANUAL
VALID FOR FIVE (5) WORKING DAYS**

1.2 RHIC Documents

1.0 RHIC Operations Procedures Manual (OPM)

This manual contains the rules, limits, and operating procedures for the operation of RHIC.

- 1.1 Online Controlled Copy - The RHIC OPM is available in read-only format via the RHIC Home Page <http://www.rhic.bnl.gov>. Hand processed changes are also distributed via the Online Copy. An authorized hard copy, which is valid for five days, can be printed for use in the field.
- 1.2 Authorization to Change the RHIC OPM - The contents of the RHIC OPM are divided into two categories for the purpose of identifying the type of authorization necessary for making changes, as follows:
 - A. Category A - Category A procedures, as defined in Procedure 1.4 of this manual. Revisions of safety related Category A procedures require Project Director Authorization. All others require Associate Director authorization. Changes of an editorial nature do not require review.
 - B. Category B - Category B procedures as defined in procedure 1.4 of this manual. Revisions of Category B procedures require Associate Director Authorization. Changes of an editorial nature do not require review.
- 1.3 Mechanisms for Changing the RHIC OPM - Changes to the procedures described in the RHIC OPM fall into two categories: temporary and permanent.
 - A. Temporary Procedures - Temporary Procedures are used when there is an immediate need to issue formal written instructions to authorized operations personnel. The Project Director or the Assistant to the Project Director for ES&H will authorize the need and duration for a Temporary Procedure and establish who is responsible for reviewing and approving the procedure. Temporary Procedures shall use the cover sheet shown in Attachment 2. One paper copy of a Temporary procedure printed on yellow colored paper shall be provided to the cognizant supervisor by the Project Office.

If applicable, additional training requests beyond the Temporary Procedure Reading Acknowledgment Form shall also be attached by the person designated on the Track Sheet.

**ONLINE COPY RHIC OPERATIONS PROCEDURES MANUAL
VALID FOR FIVE (5) WORKING DAYS**

- B. Hand Processed Changes (HPC) - Hand processed changes provide a convenient way to maintain Controlled Copies of the RHIC OPM current. Simple errors and typos found in the OPM are also changed, without review, by this method. Hand Processed Changes are not permitted to Temporary Procedures. Except for editorial changes, hand processed changes are reviewed by someone with Supervisor Authorization and require Associate Director Authorization or Project Director Authorization, in accordance with the requirements of this manual (see Paragraph 1.3 above).

Hand processed changes are made only to the Online Controlled Copy of the RHIC OPM. A record of these changes is entered on the front page of the procedure in each of the control copies as the change is made. Furthermore, a Hand Processed Change Logbook (HPCL) described in Paragraph 3.0 below is maintained in the Project Office which contains a record of each change, including review and authorization, and a sign-off sheet (Attachment 1). All HPCs shall be processed by the Conduct of Operations Coordinator, S. Musolino.

- C. Permanent Changes - Except for editorial changes, permanent changes to the RHIC OPM are reviewed in accordance with RHIC OPM 1.4 Section 4.0 and require Associate Director Authorization or Project Director Authorization, in accordance with the requirements of this manual (Paragraph 1.3 above). Approval of the permanent change is shown on the title page of the procedure. Permanent changes are made to the control copies of the RHIC OPM and are indicated by a new Revision Number on each page of the procedure. Minor changes to procedures are denoted by a vertical bar in the right margin adjacent to the edited word(s)/sentence(s). A permanent change renders all previous revisions obsolete. Each newly revised procedure is issued with a sign-off sheet which is initialed by all qualified operators and operations coordinators to indicate that they have read and understood the revisions. The Hand Processed Changes Logbook would also be updated when updated procedures were issued.

All hand processed changes should be followed by permanent changes to ensure that information copies of the OPM are brought up-to-date at regular intervals. When permanent changes are issued, a letter should point out the changes included in the update.

**ONLINE COPY RHIC OPERATIONS PROCEDURES MANUAL
VALID FOR FIVE (5) WORKING DAYS**

2.0 Hand Processed Change Logbook (HPCL)

All hand processed changes of the RHIC OPM are to be entered in the Hand Processed Change Logbook which is maintained in the Project Office. Except for changes of an editorial nature, hand processed changes shall have Project Director Authorization or Associate Director Authorization, in accordance with the requirements of this manual (see Section 1.4). Each entry into the HPCL includes a sign-off sheet which is initialed by all qualified operators and operations coordinators to indicate that they have read and understood the change.

3.0 Operations Log Book

Operating shift logbooks are maintained for the purpose of providing an accurate narrative of operating history. The Operations Coordinator on shift is responsible for maintaining this logbook.

4.0 BNL Emergency Response Plan

This plan sets forth the Laboratory's plans for response to all types of emergencies. It provides for effective planning of response to emergencies, establishes responsibilities of individuals and groups involved in or responding to emergencies, establishes lines of authority for direction and coordination of emergencies and provides communications during the emergency. Through the implementation of this plan, the Laboratory-wide emergency forces and off-site assistance are brought to the assistance of the Local Emergency Coordinator for effective implementation of the RHIC Local Emergency Plan when needed. The RHIC ES&H Coordinator is responsible for maintaining the plan.

5.0 RHIC Local Emergency Plan

This plan establishes responsibilities, delegates authority and establishes site specific response procedures at the local level during all types of emergencies at RHIC facilities.

6.0 Generic Environment, Safety and Health Procedures

Chapter 5 of the Manual is reserved for generic Project ES&H procedures that are not defined by Laboratory documents; i.e., SBMS. These are documents for use by management and staff that are generic, do not require training and are not required to comply with the format stated in OPM 1.4. The documents that reside in this chapter were formerly contained in the Safety and Environmental Policy and Procedures Manual (SEAPPM) that was a paper manual. All the RHIC-specific SEAPPMs were moved to this chapter and the other documents were defaulted back to SBMS.

**ONLINE COPY RHIC OPERATIONS PROCEDURES MANUAL
VALID FOR FIVE (5) WORKING DAYS**

Since the Laboratory is in a state of transition from BNL ES&H Standards and SEAPPMs to SBMS, there are a large volume of procedures that must be changed. The relevant procedures in this Manual will be revised as they come in for routine changes or within the mandatory three year review cycle. Meanwhile, the necessary SEAPPMs have been moved to Chapter 5 and the nomenclature has been retained with a "5." prefix added.

7.0 RHIC Quality Assurance Manual

This manual is consistent with the requirements in the RHIC Project Quality Assurance Manual.

8.0 Attachments

1. Reading Acknowledgment Form
2. Example of Temporary Procedure Cover Sheet

**ONLINE COPY RHIC OPERATIONS PROCEDURES MANUAL
VALID FOR FIVE (5) WORKING DAYS**

Attachment 2

Example of Temporary Procedure Cover Sheet

RHIC Operations Procedures Manual

Number and Title of Procedure

Temporary Procedure

Approved:

RHIC Project Director or
Associate Director

Date

EXPIRATION DATE:
RHIC-OPM Number
Category A or B

RHIC-OPM 1.2

Revision 9
June 7, 1999